

**Head, Clara and Maria Public Library  
Board Meeting - Minutes**

2017 November 29 at 10:00 a.m.

**1. Roll Call:**

|                |                         |                |                               |
|----------------|-------------------------|----------------|-------------------------------|
| <b>Chair:</b>  | <b>Marlene Gibson</b>   | <b>Member:</b> | <b>Betty Condie (Regrets)</b> |
| <b>Member:</b> | <b>Dave Foote</b>       | <b>Member:</b> | <b>Fran Kelly-Chamberlain</b> |
| <b>Member:</b> | <b>Cathy Sutherland</b> | <b>CEO:</b>    | <b>Melanie Theil</b>          |

**2. Pecuniary Interest:** None

**3. Approval of Agenda:** **Resolution #1:** Moved by Dave Foote, Seconded by Cathy Sutherland. BE IT RESOLVED that Agenda for 2017 November 29, be accepted as presented. CARRIED

**4. Approval of Minutes of Previous Meeting:** **Resolution #2:** Moved by Cathy Sutherland, Seconded by Dave Foote. BE IT RESOLVED that regular minutes for 2017 November 1, be accepted as presented. CARRIED

**5. Business Arising from the Minutes:**

- Mel to sort out issue with contact number info, re: alarm. **Ongoing - Working on policy.**
- Mel to prepare instructions for replacing toner on printer; volunteers can all be shown this when we have a 'library volunteer info night'. **Ongoing – Instructions come in the box but I will work them into a policy.**
- Mel will put note on Facebook regarding HCM Library Fundraiser sale of Crime Stoppers Calendars. **Complete.**
- Mel will amend the library card applications forms by removing “driver’s license” as a form of patron ID. **Requires further discussion.**
- Mel will look into ideas to use toward a Seniors Grant. Mel will also ask the board members to think about it as well. **No application will be submitted as there were no ideas.**
- Mel will request up-to-date pertinent financials for Budget Meeting planned for Thurs., Nov. 23. **Noella unable to provide at the time.**
- Mel will investigate why the library is no longer receiving the Love of Quilting magazine. **Was not renewed. Now renewed.**

**6. Report of the CEO:** Attached.

**7. Report of The Chair:** Marlene provided the board with both a Crime Stoppers Calendar sales update, as well as an update on the Aging Well Theatre performance which took place the day before in the Stonecliffe Community Centre.  
Marlene requested that Mel set Cathy up on VITA.

**8. Financial Reports:**

**Accounts Payable Cheque Register Report:**

**Resolution #3:** Moved by Fran Kelly-Chamberlain, Seconded by Dave Foote.  
Be it resolved that the Accounts Payable Cheque Register Report covering the period of 2017 October 4 to November 22 NOT be accepted as presented. POSTPONED.

**Revenue and Expense Report:**

**Resolution #4:** Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlain. Be it resolved that the Revenue and Expense Reports covering the period of 2017 January 1 to November 30 NOT be accepted as presented. POSTPONED.

**9. Correspondence:** None

**10. Policies:** Driver's License request – Based on last month's discussion on this subject, it was further explained that when signing up new members, and a Driver's License is shown for I.D., we must NEVER record Driver's License info; it is enough to look and verify info, but never do we record or photocopy this form of I.D. Other forms of I.D. are acceptable; a Driver's License is not mandatory.

**11. New Business:** None

**12. Reports of Projects:** None

**13. Questions and Answers:** None

**14. Action Items:**

- **Mel** to sign Cathy up for VITA
- **Mel** to pass board's comments, on new expense report, on to Noella.
- **Cathy** will review current expense reports and will get back to Mel with comments/issues for Noella.
- **Mel** to follow-up on cost of tablets from Staples.
- **Cathy** to continue research for new large scanner to replace old one.
- **Mel** to sort out issue with contact number info, re: alarm.
- **Mel** to prepare instructions for replacing toner on printer; volunteers can all be shown this when we have a 'library volunteer info night'.
- **Mel** will request up-to-date pertinent financials necessary for budget work, for January meeting.

**15. Adjournment:** **Resolution #5:** Moved by Dave Foote, Seconded by Fran Kelly-Chamberlain. BE IT RESOLVED that this meeting adjourned at 11:25 a.m. to meet again on Thursday, January 11, 2018 at 10:00 a.m. in the Library.